

NEW

HAMPSHIRE



CANDIDATE HANDBOOK

Effective January 2004

REAL ESTATE EXAMINATION PROGRAM



APPLIED MEASUREMENT PROFESSIONALS, INC.

TABLE OF CONTENTS

INTRODUCTION	1
STATEMENT OF NONDISCRIMINATION	1
EXAMINATION INFORMATION	1
ELIGIBILITY REQUIREMENTS	1
DISCLOSURE OF MISDEMEANOR OR FELONY OFFENSES	2
HOW THE EXAMINATION IS ADMINISTERED	2
EXAMINATION FEE	2
APPLYING FOR AN EXAMINATION	2
SCHEDULING AN EXAMINATION APPOINTMENT	3
Special Arrangements for Candidates with Disabilities	3
Telecommunication Devices for the Deaf	3
Examination Appointment Changes.	3
REFUNDS	4
PREPARING FOR THE EXAMINATION	4
Test-taking Advice.	4
TEST CONTENT.	4
Salesperson and Broker.	4
National Portion.	4
Detailed Content Outline.	5
New Hampshire State Supplement	7
New Hampshire State Examination Content Outline	7
SAMPLE EXAMINATION QUESTIONS	8
Salesperson Examination Sample Items	8
Broker Examination Sample Items	9
ON THE DAY OF THE EXAMINATION	10
Inclement Weather, Power Failure or Emergency	10
Rules for the Examination	10
Identification	10
Registration	10
Security.	11
Practice Test.	11
Timed Examination	11
FOLLOWING THE EXAMINATION	12
Your Score Report.	12
If You Pass the Examination	12
If You Fail the Examination.	12
Duplicate Score Report	12
EXAMINATION REGISTRATION INSTRUCTIONS	12
LICENSE APPLICATION INSTRUCTIONS	12
REFERENCES	13
EXAMINATION REGISTRATION FORM	15
SPECIAL ACCOMMODATIONS FORM	17
DOCUMENTATION OF DISABILITY-RELATED NEEDS	18
SAMPLE EXAMINATION ORDER FORM.	19
DUPLICATE SCORE REPORT REQUEST FORM FOR NEW HAMPSHIRE	19
APPLICATION FOR LICENSURE AS A REAL ESTATE BROKER, RESIDENT AND NON-RESIDENT	21
APPLICATION FOR LICENSURE AS A REAL ESTATE SALESPERSON, RESIDENT AND NON-RESIDENT	27

■ INTRODUCTION

The State of New Hampshire has retained the services of Applied Measurement Professionals, Inc. (AMP) to develop and administer their real estate examination program. As a full-service testing company, AMP provides expertise and support to associations, state credentialing agencies and private industry in test development, scoring and reporting of examinations.

AMP provides a range of services to the states that use the Real Estate Examination Program (REP). This booklet provides information that you will need to register for the New Hampshire Real Estate Examinations. Be sure to keep the booklet after you have registered for the examination; you may wish to refer to it later.

The real estate tests are developed through a combined effort of real estate experts and testing professionals. Real estate practitioners and educators write the questions. Experts in the fields of both real estate and testing review the questions to ensure that they are accurate in their content and representative of good question-writing procedures. Representatives from states participating in the AMP Real Estate Examination Program review the questions to make certain that the content of the questions is accurate and relevant to real estate practices in their own states. Finally, all questions are revised and updated on a continual basis to reflect the current laws and practices in the changing real estate field.

The test content outline used to develop the examinations is based on a job analysis and expert judgment. It reflects areas of knowledge required to perform those tasks that practicing real estate salespersons and brokers judged to be important. Real estate experts who write questions for AMP use this content outline as a guide. Thus, examinees are tested only on subjects judged by real estate brokers and salespersons as most important for beginning licensees to know.

The content outline does not include topics, such as promotional skills, that may be helpful to success in the industry. Since the purpose of licensure testing is to protect the consumer rather than to guarantee success in practice, the examinations focus on the knowledge you must have to protect the consumer and your ability to apply that knowledge to a consumer's particular situation. Similarly, the examinations include some technical language not used in your everyday conversations. You must learn that language to become a part of the profession and be able to explain its meaning to customers and clients.

Applied Measurement Professionals, Inc. (AMP)
8310 Nieman Road
Lenexa, KS 66214
Phone: 913/541-0400
Fax: 913/541-0156
www.goAMP.com
info@goAMP.com

■ STATEMENT OF NONDISCRIMINATION

AMP does not discriminate among candidates on the basis of age, gender, race, religion, national origin, disability or marital status.

■ EXAMINATION INFORMATION

The following New Hampshire Real Estate Examinations are administered by AMP under a contract with the New Hampshire Real Estate Commission:

- Salesperson
- Broker

This booklet contains general information regarding the examinations and the testing process. For specific information about licensing procedures, contact the New Hampshire Real Estate Commission at the following address.

New Hampshire Real Estate Commission
25 Capitol Street, Room 434
Concord, New Hampshire 03301
Phone: 603/271-2702 for Broker information
603/271-6658 for Salesperson information
www.state.nh.us/nhrec
nhrec@nhrec.state.nh.us

■ ELIGIBILITY REQUIREMENTS

SALESPERSON CANDIDATES:

Candidates for the salesperson's examination shall show proof of completion of 40 hours of approved study, pursuant to RSA 331-A:10 I(b).

BROKER CANDIDATES:

Before registering to take the broker's examination, please remember that there is an experience requirement under RSA 331-A:10 that must be satisfied before the commission can process your registration: You must have been employed at least one year full-time, or 2000 hours part-time as a licensed salesperson in this state.

If you don't specifically satisfy these requirements, but you feel you can prove that you have equivalent experience you may contact the Commission's licensing department at 603/271-2702 to schedule an appointment to meet with the Commission to request a waiver from the requirements listed above.

PLEASE NOTE: Candidates for the broker examination shall show proof of completion of 60 hours of approved study, pursuant to RSA 331-A:10 II(b) and Rea 301.03(h), consisting of the following:

- (1) One of the following degrees:
 - a. A juris doctor degree from an accredited law school; or
 - b. A masters degree in business administration from an accredited college, university or institute of higher learning;

REAL ESTATE

- (2) One of the following degrees within 10 years prior to the date of examination:
 - a. A bachelor's degree with a major in real estate from an accredited college, university or institute of higher learning; or
 - b. A bachelor's degree from an accredited college, university or institute of higher learning, having completed coursework equivalent to a major in real estate;
- (3) An associate degree in real estate from an accredited institution within 5 years prior to the date of examination;
- (4) Successful completion of the education requirements and receipt of the designation for at least one of the following within 5 years prior to the date of examination:
 - a. Accredited Buyer Representative Manager (ABRM)
 - b. Certified Commercial Investment Member (CCIM)
 - c. Certified Real Estate Brokerage Manager (CRB)
 - d. Certified Residential Specialist (CRS)
 - e. Counselor of Real Estate (CRE)
 - f. Graduate, Realtor Institute (GRI)
 - g. Society of Industrial and Office Realtors (SIOR)
- (i) The following items may be applied towards the 60 hours of approved study:
 - (1) Real Estate continuing education courses previously approved by the New Hampshire Real Estate Commission for credit that have been successfully completed within 24 months prior to the date of examination;
 - (2) Evidence of successfully completing an accredited 40 hour New Hampshire prelicensing course with full attendance within 5 years prior to the date of examination; and
 - (3) Real estate related credit courses successfully completed within the past 10 years at an accredited college, university or institute of higher learning, and evidenced by a transcript, may be submitted to the commission for approval, including courses with topics, such as, but not limited to:
 - a. Accounting;
 - b. Management;
 - c. Real estate law;
 - d. Finance;
 - e. Real estate investment;
 - f. Appraisal courses; and
 - g. Paralegal courses.
- (j) Each hour of the courses outlined in (i)(1) and (2) above, shall count towards one hour of credit toward the required 60 hours. All 3 credit or more courses submitted for approval under (i)(3) shall receive 12 credit hours.

- (k) Schools or individuals may seek accreditation of education not included in (i)(1) through (3) above by submitting the course content outline, course materials, course hours, and certificate of completion to the New Hampshire real estate commission.
- (l) Examination candidates shall not send the application for license and license fee to the real estate commission until after they have received notification that they passed both the uniform and state portions of the written examination, or passed the state portion for reciprocal non-resident licensees.

■ DISCLOSURE OF MISDEMEANOR OR FELONY OFFENSES

If you have been convicted of any misdemeanor or felony offense(s), the New Hampshire Real Estate Commission requires such offenses be disclosed and explained in detail on the Real Estate Commission application for licensure. You should contact the Commission Office at 603/271-2703 or go to www.state.nh.us/nhrec to obtain an Arrest and Conviction Form and submit the completed form to the Commission Office prior to taking the examination to ensure that you qualify for a license.

■ HOW THE EXAMINATION IS ADMINISTERED

The New Hampshire Real Estate Examinations are administered via computer at three AMP Assessment Centers in New Hampshire – Concord, Manchester and Portsmouth. Detailed directions and maps are provided at www.goAMP.com. The examinations are also available for administration at other AMP Assessment Centers throughout the United States. The examinations are administered by appointment only Monday through Friday at 9:00 a.m. and 1:30 p.m. All of the AMP Assessment Centers are located in an H&R Block Office. Once you enter the H&R Block Office, look for the signs indicating AMP Assessment Center Check-in.

■ EXAMINATION FEE

The fee to apply for any examination is \$100. Payment may be by cash, or by personal check, cashier's check, or money order made payable to the Treasurer, State of New Hampshire. Examination fees are not refundable.

■ APPLYING FOR AN EXAMINATION

Applicants in New Hampshire register for the examinations by completing the application form in this handbook and submitting it to the New Hampshire Real Estate Commission, along with the examination fee.

■ SCHEDULING AN EXAMINATION APPOINTMENT

AFTER YOU HAVE APPLIED FOR THE EXAMINATION AND RECEIVED NOTIFICATION OF YOUR ELIGIBILITY VIA E-MAIL AND/OR POSTCARD, you may register for the New Hampshire Real Estate Examination by one of the following methods:

1. Schedule online.

Visit AMP's Website at www.goAMP.com to schedule an examination appointment.

OR

2. Call AMP to schedule an appointment.

Call AMP at 1-800/345-6559 to schedule an examination appointment. This toll-free number is answered from 8:00 a.m. to 8:00 p.m. (Eastern Time) Monday through Thursday and 8:00 a.m. to 6:00 p.m. (Eastern Time) on Friday.

When you contact AMP to schedule an appointment, please be prepared to confirm a date and location for testing and to provide your name and Social Security number. Note: Your Social Security number is required for unique identification. All individuals are scheduled on a first-come, first-served basis. Refer to the chart below.

If you call AMP by 4:00 p.m. Eastern Time on...	Your examination may be scheduled as early as...
Monday	Thursday
Tuesday	Friday
Wednesday	Monday
Thursday	Tuesday
Friday	Wednesday

You will be notified of the time to report to the center; please make a note of it since you will NOT receive an admission letter. You will only be allowed to take the examination type for which you have applied; no changes in examination type will be made at the Assessment Center. UNSCHEDULED CANDIDATES (WALK-INS) WILL NOT BE ADMITTED to the Assessment Center.

■ Special Arrangements for Candidates with Disabilities

AMP is interested in ensuring that no individual with a disability is deprived of the opportunity to take the examination solely by reason of that disability. AMP will provide reasonable accommodations for candidates with disabilities.

1. Wheelchair access is available at all established Assessment Centers. Candidates must advise AMP at the time of registration that wheelchair access is necessary.
2. Candidates with visual, sensory or physical disabilities that would prevent them from taking the examination under standard conditions may request special accommodations and arrangements.

Please inform AMP of your need for special accommodations when contacting AMP to schedule your examination. Be prepared to provide documentation from an appropriate professional (e.g., education professional, doctor, psychologist, psychiatrist).

Candidates requesting special accommodations will be required to submit documentation (see forms on pages 17 and 18) of their disability via fax or mail before they are scheduled for an examination. All special arrangements will be made on an individual basis.

■ Telecommunication Devices for the Deaf

AMP is equipped with Telecommunications Devices for the Deaf (TDD) to assist deaf and hearing-impaired candidates. TDD calling is available 9:30 a.m. to 6:00 p.m. (EST) Monday-Friday at 913/495-4437. This TDD phone option is for individuals equipped with compatible TDD machinery.

■ Examination Appointment Changes

Candidates who have scheduled an appointment for testing may reschedule their appointment for a future date on one occasion per examination fee paid, if they contact AMP by phone at least four business days prior to the examination. Candidates desiring to change their testing appointments must call AMP at 1-800/345-6559 at least four business days prior to the examination (see table below). Candidates wishing to change their examination appointments less than four days prior to the examination will not be refunded their examination fee and will be required to pay the entire examination fee for any future examinations.

If the examination is scheduled on...	AMP must be contacted by 4:00 p.m. Eastern Time to reschedule the Examination by the previous...
Monday	Tuesday
Tuesday	Wednesday
Wednesday	Thursday
Thursday	Friday
Friday	Monday

Candidates who fail to appear for their scheduled examination appointment will be considered on an individual basis for the following reasons: 1) hospitalization, 2) death in the immediate family, 3) disabling traffic accident, 4) court appearance or jury duty, or 5) military duty. Candidates requesting such exceptions should contact the New Hampshire Real Estate Commission.

■ REFUNDS

Candidates failing to arrive at the Assessment Center on the dates and times they are scheduled for examination will not be refunded any portion of their examination fees and must reregister by obtaining a registration form from the AMP website and submitting the completed registration form along with the \$100 examination fee to the New Hampshire Real Estate Commission; examination fees may NOT be transferred to another appointment.

Candidates arriving more than 15 minutes late for an appointment will not be admitted, will forfeit their examination fee, and must reregister by obtaining a registration form from the AMP website and submitting the completed registration form, along with the \$100 fee to the New Hampshire Real Estate Commission.

■ PREPARING FOR THE EXAMINATION

The study and test-taking advice described here may be helpful as you prepare for the examination. Try to be objective about yourself and your individual learning needs when deciding how best to study. Plan your study schedule well in advance. Use learning techniques, such as reading or audiovisual aids. Be sure you find a quiet place to study where you will not be interrupted. We suggest you concentrate your study efforts on a few carefully chosen textbooks.

■ Test-taking Advice

1. The examination will be timed and the computer will indicate the time remaining on the screen. If you find it distracting, the time feature may be turned off during the examination. If you choose to turn off the time feature, you should pace yourself by periodically checking your progress. This will allow you to make any necessary adjustments. Remember, the more items you answer, the better your chances of achieving a passing score. The time limit is intended to allow candidates to complete the entire examination by working quickly and efficiently.
2. Be sure to answer each item, even the ones for which you are uncertain. Avoid leaving any questions unanswered; this will maximize your chances of passing. It is better to guess than to leave a question unanswered; there is no penalty for guessing.

■ TEST CONTENT

To begin your preparation in an informed and organized manner, you should know what to expect from the actual examination in terms of the content. Information regarding the content of the examination you will be taking is presented in the following sections. This includes a content outline, sample questions and answers.

■ Salesperson and Broker

The New Hampshire Real Estate Salesperson and Broker Examinations consist of two parts:

- (1) National Real Estate Examination (national portion)
- (2) New Hampshire Real Estate Supplement Examination (state portion)

The questions on these examinations are designed to measure your ability to understand and apply the fundamental principles of real estate. There are two general types of questions. The first is based on general information about real estate; the second, on the ability to apply fundamental real estate laws, principles and methods to familiar problems. Both types of questions require knowledge of real estate laws, principles and methods. Comprehension of basic real estate mathematical computations is necessary for each examination. The total time allowed for both portions of the examination is 3½ hours. When taking both portions, the items (questions) on the two portions will be intermixed and will not appear as separate sections.

■ National Portion

Both the National Salesperson and Broker examinations are based upon six major content areas. Although the topics of the major content areas are the same for the Salesperson and Broker examinations, the emphasis devoted to the content areas differs in the two examinations.

Each of the content areas is briefly described below and followed by an outline of the topics included. In addition, the number of questions devoted to each in the Salesperson and Broker examinations is indicated for each major content area. Both the National Salesperson examination and the National Broker examination are composed of 100 questions that are used to compute your score. In addition to the items used to compute your score, the test may include five items that are being “pretested” for use in future versions of these examinations. These pretest items are not identified, and your answers to them do not affect your score. At least 10 percent of the questions in each examination require mathematical calculations.

Real Estate Examination Program National Examination Content Outline

	Number of Items	
	Broker	Salesperson
1. Listing Property	17	22
2. Selling Property	16	20
3. Property Management	13	9
4. Settlement/Transfer of Ownership	15	13
5. Financing	18	21
6. Professional Responsibilities/ Fair Practice/Administration	21	15

DETAILED CONTENT OUTLINE

Topics in italics appear on the Broker Examination only

1. LISTING PROPERTY

A. Listing

1. hidden defects
2. listing agreement, signatures by all parties holding title
3. tax assessment and tax rate
4. deed restrictions and covenants
5. legal description
6. lot size
7. physical dimensions of structure
8. appurtenances (for example, easements and water rights)
9. utilities
10. type of construction
11. encumbrances (for example, liens and restrictions)
12. compliance with health and safety laws (for example, building codes and lead based paint disclosure)
13. ownership of record
14. homeowner's association bylaws and fees
15. brokerage fee

B. Assessment of Property Value

1. location
2. anticipated changes (for example, zoning and use)
3. depreciation
4. deterioration
5. obsolescence
6. improvements
7. economic trends

C. Property Valuation

1. comparative market analysis using the sales comparison approach
2. property valuation using the income approach
3. appraisal terms (for example, replacement costs and gross rent multiplier)
4. appropriate listing price recommendations for the seller

D. Nature of Real Property

1. property subdivision and selling of parcels
2. real and personal property included in, or excluded from, the sale (for example, land, minerals, water, crops, and fixtures)
3. differences between personal property and real property
4. forms of ownership interests in real estate, and issues related to conveyance of real property (for example, tenancy and partnership)

5. methods of land description (for example, government survey, recorded maps and instruments, "metes and bounds," and lot division)
6. interests in real property (for example, fee simple, leasehold, and life estate)
7. planning and zoning (for example, variance, zoning changes, and special study zones such as flood and geological hazards)

E. Services Provided in the Brokerage Relationship with the Seller

1. net proceed estimation
2. types of listing agreements, documents provided to the seller
3. safeguarding property (for example, lockbox)
4. property marketing (advertise and show)

2. SELLING PROPERTY

A. Contracts and Offers

1. sales contract (purchase agreement) forms and provisions (for example, options, remedies, contingencies, financing provisions, earnest money, property description, capacity to contract, signing the contract, and rescinding a contract)
2. offers and counteroffers (for example, handling multiple offers, presenting offers, and right of first refusal)

B. Characteristics of Real Property

1. rights of ownership
2. right of property subdivision
3. planning and zoning (for example, variance, zoning changes, and special study zones such as flood and geological hazards)
4. material facts (for example, taxes, zoning, building codes, and other land use restrictions)
5. physical condition of property (for example, defects and environmental hazards)
6. other required disclosures (for example, by contract between parties or by law)

C. Advising Buyers of Outside Services

1. home protection plans (warranty)
2. insurance (for example, fire, hazard, liability)
3. inspection reports (for example, structural, pest, well, septic, soil, environmental)
4. surveys

D. Services Provided to the Buyer

1. information needed to determine prospective buyer's price range and eligibility for financing
2. preview and choose property to show buyer
3. current market conditions
4. show properties

3. PROPERTY MANAGEMENT

A. Services to Landlords

1. marketing property
2. evaluating rental market
3. obtaining tenants
4. screening applicants according to appropriate laws and regulations
5. responding to tenant complaints
6. income, expenses, and rate of return for property
7. fees, security deposits, and rent collection
8. negotiating property management agreements
9. environmental and safety hazards
10. *operating budgets*
11. *trust accounts*
12. *owners' financial statements*

B. Services to Tenants

1. lease agreements used in property management
2. rental and lease agreements (including options)
3. material facts
4. show property to prospective tenants
5. occupancy terms
6. proration of rents and leases

4. SETTLEMENT/TRANSFER OF OWNERSHIP

A. Tax Issues

1. real property taxation (for example, ad valorem and special assessments)
2. tax terminology (for example, capital gains, tax basis, *1031 tax deferred exchanges*)

B. Titles

1. title search
2. title insurance (for example, owner's, seller's, and mortgagee's)
3. title problems
4. legal procedures (for example, quiet title, foreclosure, bankruptcy, judgments)
5. liens and order of priority (for example, mortgages, trust deeds, construction/mechanics liens, judgments by court)
6. legal proceedings against property (for example, attachments and notice of pending legal action)

C. Settlement Procedures

1. purposes and procedures of settlement
2. Real Estate Settlement Procedures Act (RESPA)
3. closing statements (for example, calculate amount owed by buyer, calculate net to seller)
4. obligations of settlement agent
5. calculations regarding proration/prepayment
6. warranties associated with deeds (for example, warranty, quitclaim deeds)

7. settlement statement (HUD-1)
8. other settlement documents (for example, deed, bill of sale, note, deed of trust)
9. transfer tax
10. negotiations between buyers and sellers leading to agreement

D. Characteristics of Real Property

1. ways of holding and conveying title, and characteristics of the different approaches to tenancy (for example, joint tenancy, tenancy in common, tenancy by entirety, severalty)
2. rights of home ownership (for example, homestead)
3. rights of others related to property (for example, adverse possession, adjoining owners, encroachments)
4. nature and types of common interest ownership (for example, condominiums, planned unit development, cooperatives, townhouses, time-share)
5. eminent domain proceedings (for example, condemnation)

5. FINANCING

A. Sources of Financing

1. institutional (for example, banks, mortgage brokers, mortgage companies, insurance companies)
2. seller financing (for example, land contract and purchase money mortgage)
3. assumption of existing financing
4. other sources of financing

B. Types of Loans

1. security for loans (for example, trust deeds, land contracts, mortgages)
2. repayment methods (for example, adjustable rate mortgage, fully/partially/nonamortized)
3. forms of financing (for example, FHA, VA, Rural Housing Service loans of the USDA, conventional loan)
4. secondary mortgage markets (for example, FNMA, FHLMC, GNMA)
5. other types of mortgage loans (for example, wraparound, blanket, package)

C. Terms and Conditions

1. loan application requirements
2. loan origination costs (for example, appraisal fee, credit reports, points)
3. lender requirements (for example, property insurance, escrows, deposits, underwriting criteria)
4. conditional approval
5. provisions of federal regulations (for example, Truth-in-Lending Act, Equal Credit Opportunity Act)

D. Common Clauses and Terms in Mortgage Instruments

1. prepayment
2. interest rates (for example, fixed rates, adjustable rates)
3. release
4. due-on-sale
5. subordination
6. escalation
7. acceleration
8. default
9. foreclosure and redemption rights
10. nonrecourse provision
11. rescission

6. PROFESSIONAL RESPONSIBILITIES/FAIR PRACTICE/ADMINISTRATION

A. Professional Responsibilities and Fair Practice

1. brokerage relationships
 - a. listing
 - b. selling (for example, buyer brokerage, canceling a contract)
 - c. property management (for example, landlords, tenants)
2. laws and rules
 - a. Americans with Disabilities Act
 - b. Federal Fair Housing (Civil Rights) laws and rules
 - c. IRS Form 8300 cash payment reporting requirement
3. resolving misunderstandings among parties to real estate transactions
4. need to seek expert advice (for example, tax, legal, appraisal)

B. Administration

1. terms of contract between salesperson(s) and broker (for example, employee, independent contractor)
2. complete and accurate records of all business transactions
3. company policies, procedures, and standards
4. calculating commissions for real estate transactions
5. *notifications and reports required by the real estate regulatory agency*
6. *trust accounts*
7. *supervising and educating sales force*
8. *accounting procedures for the office*

■ New Hampshire State Supplement

The examination content outline for the state portion of the test has been approved by the New Hampshire Real Estate Commission. This portion tests knowledge areas that are required specifically for the New Hampshire real estate professional. There are 40 questions in this portion of the examination that are used to compute your score. In addition to the items used to compute your score, the test may include five items that are being “pretested” for use in future versions of these examinations. These pretest items are not identified, and your answers to them do not affect your score. Items included in categories 1 to 4 in the following detailed content outline are covered under the New Hampshire Real Estate Practice Act (RSA 331-A) and the New Hampshire Code of Administrative Rules (Rea Chapters 100 through 700). Items related to category 5 in the outline (Principles and Practices) pertain to the New Hampshire statutes noted.

DETAILED CONTENT OUTLINE

	<u>Number of Items</u>
1. Real Estate Commission	3
A. Purpose of Commission	
B. Duties and powers	
C. Examination of records	
D. Disciplinary procedures	
2. Licensure	5
A. Activities requiring license	
B. Licensing procedures	
C. Eligibility for license	
D. Bonds	
E. License renewal	
F. Change in license/status	
G. Continuing education	
3. Regulation of Licensee Conduct	11
A. Advertising	
B. Branch offices	
C. Prohibited conduct	
D. Disclosures	
1. Private water supply	
2. Insulation	
3. Sewage disposal system	
E. Recordkeeping	
F. Funds and accounts	
G. Place of business	
4. Regulation of Agency Conduct	11
A. Broker/salesperson relationships	
B. Brokerage contracts	
C. Agency	
1. Scope	
2. Disclosure	
3. Seller agent	
4. Buyer agent	
5. Disclosed dual agent	
6. Other agency relationships	
D. Cooperating agreements	

5. New Hampshire Principles and PracticeNumber
of Items**10**

- A. Human Rights-NH RSA 354-A
- B. Environmental Issues
 - 1. Hazardous Waste-NH RSA 147-A, NH RSA 147-B
 - 2. Hazardous Substances-Water Pollution and Waste Disposal – NH RSA 485-A
 - 3. Hazardous Substances-Safe Drinking Water – NH RSA 482-B, NH RSA 485
 - 4. Hazardous Substances-Asbestos – NH RSA 141-E
 - 5. Hazardous Substances-Underground Storage Tanks – NH RSA 146-C
 - 6. Hazardous Substances-Radon Gas/Lead Paint – NH RSA 477
 - 7. Hazardous Substances-Lead Paint – NH RSA 130-A
- C. Condominium Act-NH RSA 356-B
- D. Planning and Zoning-NH RSA 672; NH RSA 674
- E. Wetlands-NH RSA 482-A; NH RSA 483-A
- F. Taxation-NH RSA 72; NH RSA 73; NH RSA 75; NH RSA 76; NH RSA 78-A; NH RSA 78-B; NH RSA 79-A; and NH RSA 80
- G. Manufactured Housing-NH RSA 205-A
- H. Property Management (Tenants/Landlords)-NH RSA 540; NH RSA 540-A
- I. Recordation-NH RSA 477; NH RSA 478
- J. Descent and Distribution-NH RSA 551; NH RSA 561; NH RSA 477

SAMPLE EXAMINATION QUESTIONS

The following questions illustrate the type of items used in the New Hampshire Real Estate Examinations. These sample items do not represent the full range of content or difficulty levels contained in the examinations. They are intended to help you become familiar with the types and formats of questions on the test. Read each question and decide which answer is best. You may then check your answers with the answer key that follows.

Additional sample questions are available in the AMP Sample National Real Estate Salesperson Examination. The Sample National Examination may be used as a practice exercise to help you become familiar with the types of questions you will encounter on the National Salesperson Examination. Please note, however, that none of the questions in the booklet or in the Sample National Examinations were actually administered to examination candidates. The AMP Sample National Real Estate Salesperson Examinations may be obtained through AMP at 913/541-0400 or by completing the form in this handbook.

SALESPERSON EXAMINATION SAMPLE ITEMS

1. Baird bought two rectangular lots, each of which measures 244' x 250'. Approximately how many total acres will be in the two lots combined?
 - A. 2.8
 - B. 3.2
 - C. 5.6
 - D. 7.0
2. A person has been using a property for a long time. That person's rights have been determined to supersede those of the fee simple owner. This is called which of the following?
 - A. escheat
 - B. homestead
 - C. eminent domain
 - D. adverse possession
3. A property has been condemned by the city so that the land can be used to build a better approach to the municipal hospital's emergency entrance. Which of the following powers is the city exercising?
 - A. power of attorney
 - B. police power
 - C. eminent domain
 - D. escheat
4. All of the following would be considered encumbrances **EXCEPT**
 - A. encroachments.
 - B. mortgages.
 - C. easements.
 - D. closing costs.
5. A salesperson deliberately shows a buyer homes in only one subdivision where many people of the buyer's religious faith live. Has the salesperson violated any law?
 - A. Yes, because a salesperson must show a prospective buyer homes in at least three different areas.
 - B. Yes, because a salesperson cannot discriminate on the basis of religion when showing property to a buyer.
 - C. No, because the salesperson's broker is responsible for any violations of law.
 - D. No, because there was no intent to discriminate on the basis of race or national origin.

6. A licensee who works for ABC Realty obtains a listing. Two days later, the licensee begins working for XYZ Realty. Which of the following is true regarding this listing?
- The listing is transferred to XYZ Realty.
 - The licensee is entitled to compensation when she begins working for XYZ Realty.
 - The listing remains with ABC Realty.
 - The listing is automatically terminated.

Salesperson Answer Key

Item #	Key	Topic
1.	A	1A6
2.	D	4D3
3.	C	4D5
4.	D	1A11
5.	B	6A2
6.	C	6A1

BROKER EXAMINATION SAMPLE ITEMS

- All of the following must be considered when using the sales comparison approach **EXCEPT**
 - original purchase price.
 - date of sale of comparable properties.
 - condition of comparable properties.
 - financial terms of comparable sales.
- An investor is considering the purchase of a shopping center. An estimate of the value of the real property should be
 - inversely proportional to the property's remaining physical life.
 - based on the depreciated cost of improvements plus the land value.
 - proportional to the location of the building.
 - based on the capitalization of projected future net income.
- A residential lease would be terminated by which of the following?
 - the lessor becomes incompetent
 - death of the lessor
 - sale of the property
 - a bilateral agreement
- In a deed, the clause that conveys the title is known as the
 - alienation clause.
 - granting clause.
 - dedication clause.
 - habendum clause.
- A buyer who is confined to a wheelchair wishes to purchase a property a broker advertised for sale in a newspaper. The broker honestly believes the buyer may have access problems with the property. To save the buyer trouble, the broker does not show the advertised property. Which of the following best describes the broker's actions?
 - The broker is in violation of the law.
 - The broker's actions were warranted since he acted in good faith.
 - The broker was within his rights since the buyer was not aware of the access problem.
 - The broker is in violation unless a comparable barrier-free home is available.
- Carr used her VA guarantee to purchase a home. Later Carr sold this home, paid off the mortgage, and made an offer on another, more expensive home. Which statement about the financing of this second home is true?
 - Carr may use a full, new VA guarantee to finance the home because she has repaid the first loan.
 - Carr must wait to use a VA-guaranteed loan because she bought and sold the first house within a five-year period.
 - Carr may use only one-half of her VA entitlement because VA loans on second homes are guaranteed for one-half of the original entitlement.
 - Carr may not use a VA-guaranteed loan because they are available only for mortgage loans on first homes.

Broker Answer Key

Item #	Key	Topic
1.	A	1C1
2.	D	1C2
3.	D	3B1
4.	B	4C8
5.	A	6A2
6.	A	5B3

■ ON THE DAY OF THE EXAMINATION

■ Inclement Weather, Power Failure or Emergency

In the event of inclement weather or unforeseen emergencies on the day of an examination, AMP will determine whether circumstances warrant the cancellation, and subsequent rescheduling, of an examination. The examination will usually not be rescheduled if the Assessment Center personnel are able to open the Assessment Center. If power to a testing center is temporarily interrupted during an administration, your examination will restart where you left off and you may continue with the examination.

Candidates may contact AMP's Weather Hotline at 913/495-4418 (24 hours/day) prior to the examination to determine if AMP has been advised that any Assessment Centers are closed. Every attempt is made to administer examinations as scheduled; however, should an examination be canceled at an Assessment Center, all scheduled candidates will receive notification following the examination regarding a rescheduled examination date or reapplication procedures.

■ Rules for the Examination

1. Report to your designated Assessment Center location on the day of the examination at the time you were instructed when your appointment was scheduled.

Candidates arriving more than 15 minutes late for an appointment will not be admitted, will forfeit their examination fee, and must reregister by obtaining a registration form from the AMP website, and submit the completed form, along with the \$100 examination fee to the New Hampshire Real Estate Commission.

2. No books, papers, dictionaries, other reference materials or personal items (e.g., purses, briefcases, coats) may be taken into the Assessment Center; you must leave all personal items at home or in your automobile. AMP will not be responsible for loss or damage.
3. No pens, pencils or other writing instruments are allowed in the Assessment Center. Pencils will be provided during check-in.
4. You are permitted to use a calculator during the examination. Only silent, hand-held, solar- or battery-operated calculators, without paper tape-printing capabilities or alphabetic keypads, may be used. Calculator malfunction during a test does not constitute grounds for challenging test scores or requesting additional testing time.
5. Each person will be provided with scratch paper to use during the examination. This paper must be returned to the supervisor at the completion of testing, or you will not be allowed to receive a score report. No documents or notes of any kind may be removed from the

examination room. All computer screens, questions, paper and written materials are the property of AMP and may not be reproduced in any form.

6. No questions concerning the content of the examination may be asked during the test.
7. Eating, drinking or smoking will not be permitted in the Assessment Center.
8. You may take a break whenever you wish, but you will not be allowed additional time to make up for time lost during breaks.
9. The supervisor may dismiss a candidate from the examination for any of the following reasons:
 - the candidate's admission to the examination is unauthorized;
 - the candidate creates a disturbance, is abusive, or otherwise uncooperative;
 - the candidate gives or receives help or is suspected of doing so;
 - the candidate attempts to record test questions or make notes;
 - the candidate attempts to take the examination for someone else; or
 - the candidate is observed with notes.
10. No electronic devices other than calculators are permitted in the Assessment Center, including telephones or signaling devices such as pagers and alarms.

■ Identification

Upon arriving at the Assessment Center, you will be required to provide official photo identification and sign a roster identifying yourself as the candidate. You must bring current (unexpired) photographic identification. Bring two pieces of identification, including ONE of the following:

1. Current driver's license with photograph.
2. Current passport or military identification with photograph.
3. Current official state identification card with photograph.

The second form of identification must display your name and signature for signature verification.

A temporary driver's license or any other temporary form of identification, even if it includes a photograph, is not acceptable.

■ Registration

After your identification has been approved, you will be directed to a testing carrel. You will be instructed on-screen to enter your Social Security number and you will capture a photographic image of yourself. This photograph will be printed on your score report.

■ Security

AMP maintains test administration and test security standards that are designed to assure that all candidates are provided the same opportunity to demonstrate their abilities and to prevent some candidates from gaining an unfair advantage over others due to testing irregularities or misconduct. If irregularities are reported, AMP will review the report and evaluate test scores suspected of resulting from nonstandard circumstances. All irregularities will also be reported to the New Hampshire Real Estate Commission. The Assessment Center will be continuously monitored by audio and video surveillance equipment for security purposes.

AMP and the New Hampshire Real Estate Commission reserve the right to withhold or cancel test scores if there is reason to question their validity. Scores considered for cancellation may be grouped into two categories:

1. Suspected candidate misconduct – in such cases, AMP may initially withhold examination results and notify the candidates that they have the opportunity to provide additional information. AMP and/or the New Hampshire Real Estate Commission may also undertake a confidential review of the circumstances giving rise to the questionable score validity. If it is determined that there is sufficient cause to question score validity, AMP may cancel the score(s) and inform the involved parties.
2. Irregularities – scores may be withheld and/or canceled because of circumstances beyond candidates' control, such as defective equipment or mistiming. In such cases, candidates will be informed and offered an opportunity to retake the examination. In addition to the reasons listed above, AMP may withhold or cancel examination results if, upon investigation, violation of policies outlined in this publication is found to have been committed.

■ Practice Test

Prior to attempting the examination, you will be given the opportunity to practice taking an examination on computer. The time you use for this practice session is NOT counted as part of your examination time. When you are comfortable with the computer testing process, you may quit the practice session and begin the timed examination.

■ Timed Examination

Following the practice test, you will begin the actual examination. Before beginning, instructions for taking the examination will be provided on-screen. The following time limits will be in effect for each examination.

<u>Examination</u>	<u>Time Allotted</u>
Salesperson or Broker (national and state portion)	3½ hours
National portion only	2½ hours
State portion only	1½ hours

The computer will monitor the time you spend on the examination. The examination will terminate if you exceed the allotted time limit. If you wish to keep track of the time as you are taking the examination, you may click on the "Time" box in the lower right portion of the screen or select the TIME key. A digital clock will indicate the time remaining for you to complete the examination.

Only one item will be presented at a time. The item number appears in the lower right portion of the screen. The entire question appears on screen (i.e., stem and four labeled options). After you have reviewed the item, you are to indicate your choice by entering the letter of the option you think is the correct answer (A, B, C or D) or click on the option using the mouse. The response you have chosen will appear in the lower left portion of the screen. To change your answer, simply enter a different option by clicking on the option using the mouse or by pressing the A, B, C or D key. You may change your answer as many times as you wish.

When you are ready to move to the next item, click on the forward arrow (>) in the lower right portion of the screen or select the NEXT key. This action will move you forward through the examination item by item. If you wish to review an item or items that you previously encountered, click the backward arrow (<) or use the left arrow key to move backward through the examination.

A test item may be left unanswered for return later in the testing session. Items may also be bookmarked for later review by clicking in the blank square to the right of the Time button. Click on the hand icon or select the NEXT key to advance to the next unanswered or bookmarked item on the examination. To identify all unanswered and bookmarked items, repeatedly click on the hand icon or press the NEXT key. When the examination is completed, the number of test items answered is reported. If not all items have been answered and there is time remaining, return to the examination and answer those items. Be sure to answer each test item before ending the examination. **There is no penalty for guessing.**

Online comments may be provided for any item by clicking on the button displaying an exclamation point (!) to the left of the Time button. This opens a dialogue box where comments may be entered. Comments will be reviewed, but individual responses will not be provided.

■ FOLLOWING THE EXAMINATION

■ Your Score Report

After you have completed the examination, you will be asked to answer a short series of questions regarding the Assessment Center facilities. Then you will be instructed to report to the testing supervisor to receive your score report. To pass the New Hampshire Real Estate Examination, you must attain a score of at least 70 percent on both the national and state portion of the examinations.

■ If You Pass the Examination

If you have passed both parts of the examination, you will receive a score report that will summarize your examination performance. This original score report will also allow you to apply for a license. You will need to submit both the original score report(s) and the license application, which is included in the handbook. To download and print an application for licensure, please visit AMP's website at www.goAMP.com <<http://www.goAMP.com>>. You may also contact the New Hampshire Real Estate Commission at (603) 271-2701 or www.state.nh.us/nhrec <<http://www.state.nh.us/nhrec>> to request an application for licensure. To receive your license, please send the original score report that shows your passing scores along with a properly completed application for licensure to the New Hampshire Real Estate Commission office at 25 Capitol Street, Room 434, Concord, NH 03301.

Be sure to keep this *Candidate Handbook*; to receive a license, you must submit the license application included in this handbook.

■ If You Fail the Examination

If you fail the examination, you will receive a diagnostic score report showing scores on the examination, including your scores on the major content areas of the national portion of the test. To reregister for the examination, you must submit your score report, with any necessary changes to your registration information, along with the \$100 examination fee to the New Hampshire Real Estate Commission.

■ Duplicate Score Report

Candidates may purchase additional copies of their score reports at a cost of \$3.50 per copy. Requests must be submitted to AMP, in writing, within 12 months after the examination. Complete the request form on page 19 of this handbook and submit it with the required fee payable to AMP. Duplicate score reports will be processed and mailed within approximately two weeks following receipt of the request.

■ EXAMINATION REGISTRATION INSTRUCTIONS

All information requested on the examination registration form must be provided, or it will be returned.

School Codes	Provider Code
ARTEMIS BOWEN, INC.	0530
BARRY SCHOOL OF REAL ESTATE	0515
CARL RIPALDI SCHOOL OF REAL ESTATE	0522
CARLSON LICENSE SCHOOL	0526
CHARLINE MASON SEMINARS UNLIMITED	0519
DOUG EMBREE	0512
ELENA KATZ REAL ESTATE SCHOOL	0503
J. DAVID CARMODY	0520
KATHY ROOSA SCHOOL OF REAL ESTATE	0504
KENNETH A. DESCHUITENEER	0506
LEVINS & ASSOCIATES	0508
NEAL BARRETT	0528
NHCTC – MANCHESTER	0510
NH TECHNICAL INSTITUTE – CONCORD	0513
PLYMOUTH STATE UNIVERSITY	0514
VT/NH REAL ESTATE EDUCATORS	0501
TERRENCE D. O'DONNELL	0531
WORKSHOPS FOR MODERN REAL ESTATE	0521
If you have not attended a prelicensure course, use this code	9999

■ LICENSE APPLICATION INSTRUCTIONS

After you have passed the New Hampshire Real Estate Examination, you must follow the directions provided on your passing score report and license application. The licensure process cannot begin until you have passed the examination and received a passing score report from AMP. Licensure application materials must be submitted to:

New Hampshire Real Estate Commission
25 Capitol Street, Room 434
Concord, New Hampshire 03301
Phone: 603/271-2702
or 603/271-6658
www.state.nh.us/nhrec

REFERENCES

The references provided below are some of the available relevant written study materials for the National Salesperson and Broker Examinations. However, they are not necessarily recommended by AMP or the New Hampshire Real Estate Commission. Specific editions or years of publications are not provided; you should use the most recent version. Computer software is also available from several publishing companies, but it is not listed here.

- Armbrust, Betty J.; Bradley, Hugh H. and Armbrust, John W. Practical Real Estate Math. Scottsdale: Gorsuch Scarisbrick, Publishers.
- Boykin, James H. and Ring, Alfred A. The Valuation of Real Estate. Englewood Cliffs, NJ: Prentice-Hall.
- Burgess, Russell W. Real Estate Home Inspection. Chicago: Real Estate Education Co.
- Cortesi, Gerald. Mastering Real Estate Principles. Chicago: Dearborn Publishing.
- Dasso, Jerome; Shilling, James D. and Ring, Alfred A. Real Estate. Englewood Cliffs, NJ: Prentice-Hall.
- Gaddy, Wade E., Jr. and Hart, Robert E. Real Estate Fundamentals. Chicago: Real Estate Education Co.
- Galaty, Fillmore W.; Allaway, Wellington J. and Kyle, Robert C. Modern Real Estate Practice. Chicago: Real Estate Education Co.
- Geschwender, Arlyne. Real Estate Principles and Practices. Scottsdale: Gorsuch Scarisbrick, Publishers.
- Gibson, Frank; Karp, James and Klayman, Elliot. Real Estate Law. Chicago: Real Estate Education Co.
- Jacobus, Charles J. and Harwood, Bruce. Real Estate: An Introduction to the Profession. Englewood Cliffs, NJ: Prentice-Hall.
- Jacobus, Charles J. and Harwood, Bruce. Real Estate Principles. Englewood Cliffs, NJ: Prentice-Hall.
- Kyle, Robert C.; Baird, Floyd M. and Kyle, C. Donald. Property Management. Chicago: Real Estate Education Co.
- Lindeman, Bruce. Real Estate Brokerage Management. Englewood Cliffs, NJ: Prentice-Hall.
- Palmer, Ralph A. Real Estate Principles and Practices. Scottsdale: Gorsuch Scarisbrick, Publishers.
- Reilly, John W. Agency Relationships in Real Estate. Chicago: Real Estate Education Co.
- Reilly, John W. The Language of Real Estate. Chicago: Real Estate Education Co.
- Rice, Tim and Palmer, Ralph A. Illinois Real Estate Principles and Practices. Uppersaddle River, NJ: Prentice-Hall.
- Sirota, David. Essentials of Real Estate Finance. Chicago: Real Estate Education Co.
- Sirota, David. Essentials of Real Estate Investment. Chicago: Real Estate Education Co.
- Ventolo, William L., Jr. and Williams, Martha R. Fundamentals of Real Estate Appraisal. Chicago: Real Estate Education Co.
- Ventolo, William L., Jr.; Tamper, Ralph and Allaway, Wellington J. Mastering Real Estate Mathematics. Chicago: Real Estate Education Co.
- Wiedemer, John P. Real Estate Finance. Englewood Cliffs, NJ: Prentice-Hall.



NEW HAMPSHIRE REAL ESTATE EXAMINATION REGISTRATION FORM

To apply for a New Hampshire Real Estate Licensing Examination, complete this form and mail it with the examination fee to the **New Hampshire Real Estate Commission, 25 Capitol Street, Rm. 434, Concord, NH 03301-6312.**

FOR COMMISSION USE ONLY

Check #:

Amount:

Pass Both ☐
 Pass State ☐
 Pass National ☐
 Absent ☐

SCORES

State: _____

National: _____

PLEASE TYPE OR PRINT CLEARLY. All sections of this form must be completed. All incomplete forms shall be returned to applicants for completion.

1. LEGAL NAME

 Last Name First Name Middle Suffix, e.g., III, Jr.

2. MAILING ADDRESS

 Number, Street and Apartment Number

 City State Zip Code

3. TELEPHONE NUMBER

(_____) _____ - _____ and (_____) _____ - _____
 Home Telephone Number Work Telephone Number

4. SOCIAL SECURITY NUMBER

_____ - _____ - _____

5. DATE OF BIRTH

____ - ____ - ____
 Month Day Year

6. GENDER

☐ Male ☐ Female

7. E-MAIL ADDRESS

8. SCHOOL CODE (see page 12 of the candidate handbook) _____

9. EXAMINATION FEE \$100

Payment may be made by cash, or by personal check, cashier's check or money order. Cash in the exact amount is only accepted if you are registering in person at the Commission Office listed above. Make checks payable to Treasurer, State of New Hampshire. **Registration fees are not refundable.**

10. SIGNATURE AND DATE

I certify that I am not affiliated with a real estate school as an administrator, instructor or designee taking the examination for any purpose other than to obtain a license. The information I have provided on this registration form is true and complete to the best of my knowledge.

Signature: _____ Date: _____

TEST TYPE: ☐ Salesperson ☐ Broker **TEST PORTION:** ☐ Both ☐ State ☐ National

Is this the first time you are taking this examination? ☐ Yes ☐ No If no, last test date: _____

If you require special testing accommodations, please check the box below and submit the required forms to AMP via mail to 8310 Nieman Road, Lenexa, KS 66214 or by fax to 913-541-0156. Special testing accommodations needed: ☐ Yes

IMPORTANT

ATTENTION ALL CANDIDATES LICENSED IN ANOTHER STATE

PURSUANT TO: Rea 301.03 (c) and RSA 331-A: 11-a Filing Requirements

Please provide the New Hampshire Real Estate Commission with an original Certificate of Good Standing from the licensing authority of the state in which you are licensed, along with your Registration Form.

License # _____ State _____



Request for Special Examination Accommodations

If you have a disability covered by the Americans with Disabilities Act, please complete this form and the Documentation of Disability-Related Needs on the reverse side so your accommodations for testing can be processed efficiently. The information you provide and any documentation regarding your disability and your need for accommodation in testing will be treated with strict confidentiality.

Candidate Information

Social Security # _____ - _____ - _____

Name (Last, First, Middle Initial, Former Name)

Mailing Address

City

State

Zip Code

Daytime Telephone Number

Special Accommodations

I request special accommodations for the _____ examination.

Please provide (check all that apply):

- ☐ Accessible testing site
- ☐ Special seating
- ☐ Reader
- ☐ Extended testing time (time and a half)
- ☐ Distraction-free room
- ☐ Other special accommodations (Please specify.)

Comments: _____

Signed: _____ Date: _____

Return this form to: AMP, Candidate Services Department, 8310 Nieman Road, Lenexa, KS 66214-1579.
If you have questions, call the Candidate Services Department at 800/345-6559.



Documentation of Disability-Related Needs

Please have this section completed by an appropriate professional (education professional, physician, psychologist, psychiatrist) to ensure that AMP is able to provide the required test accommodations.

Professional Documentation

I have known _____ since ____ / ____ / ____ in my capacity as a
Test Candidate
Date

Professional Title

The candidate discussed with me the nature of the test to be administered. It is my opinion that, because of this candidate's disability described below, he/she should be accommodated by providing the special arrangements listed on the reverse side.

Comments: _____

Signed: _____ Title: _____

Printed Name: _____

Address: _____

Telephone Number: _____

Date: _____ License # (if applicable): _____

Return this form to: AMP, Candidate Services Department, 8310 Nieman Road, Lenexa, KS 66214-1579.
 If you have questions, call the Candidate Services Department at 800/345-6559.

Mail your completed form(s) and correct fee to:
AMP/REP, 8310 Nieman Road, Lenexa, KS 66214-1579



Sample National Real Estate Salesperson Examination Order Form

DIRECTIONS: This Sample Examination is available online for \$15; for immediate access, visit www.goAMP.com. To order the sample examination in booklet or diskette form, complete this form according to the directions below. Cut out the completed form and send it with the proper fee to the address shown above.

Sample examinations are available in booklet form or on a 3½" diskette. The examination on diskette is computer-administered and computer-scored and can be used on any PC running Windows.

- Only written orders will be accepted.
- **There is only one form of the sample examination.**
- The following prices include the cost of postage:
 - Order for one or two booklets **\$4.50 per copy**
 - Order for three or more booklets **\$3.50 per copy**
 - Order for one 3½" diskette **\$15 per diskette**
 - Order for five or more 3½" diskettes. . . **\$10 per diskette**
- Orders received without payment will be returned.
- No duplication of the sample examination is allowed.
 The examination has been copyrighted by AMP.

PLEASE SEND:

_____ booklets at \$4.50 per copy (1-2)	\$ _____
_____ booklets at \$3.50 per copy (3 or more)	\$ _____
_____ diskettes at \$15 per diskette (1-4)	\$ _____
_____ diskettes at \$10 per diskette (5 or more)	\$ _____

TOTAL ENCLOSED: \$ _____

Make check or money order payable to AMP. **Payment by cash or credit card is NOT accepted.** Orders received without payment will be returned.

THIS IS YOUR MAILING LABEL. PLEASE TYPE OR PRINT.

Name _____

Address _____

City, State, Zip Code _____



Duplicate Score Report Request Form for New Hampshire

DIRECTIONS: Use this form to request a duplicate score report. Complete all requested information. This form must be received within one year of the test date and include a check or money order for \$3.50. Duplicate score reports will be processed and mailed within approximately two weeks following receipt of the request.

Name: _____ Social Security #: _____

Address: _____

_____ Daytime Phone: _____

Test Taken: ☐ Salesperson ☐ Broker Test Date: _____ Test Site: _____

I hereby authorize AMP to send me a duplicate of my exam results.

Signature: _____ Date: _____

**REAL ESTATE COMMISSION**

State House Annex Room 434
 25 Capitol Street Concord, NH 03301
 (603) 271-2702 Fax # (603) 271-1039
<http://www.state.nh.us/nhrec>

Expiration Date	
License #	Date Processed
License Dates	Form#
Firm Ref. #	Tradename Ref. #
Check #	Amount



FORM 1-RE
 BROKER
 REV. 7/03

APPLICATION FOR LICENSE AS A REAL ESTATE BROKER, RESIDENT AND NON-RESIDENT

FEE \$90.00 Make check payable to: TREASURER, STATE OF NEW HAMPSHIRE

AFTER you receive notification from the Testing Center that you have received a **PASSING** grade on your examination for a real estate broker's license, the following must be done in order to ensure issuance of your license. You must complete and submit to the NH Real Estate Commission this application, along with the examination score report, \$90.00 license fee and all applicable supporting documents. **Please remember, you must become licensed within six months from the date of passing the exam. Pursuant to RSA 331-A:11, a candidate who fails to become licensed within this six month period shall be required to retake the examination.**

PRINT OR TYPE. All questions must be answered in full. Do not leave any section of this application blank, except where instructed to do so.

Applicant's Full Legal Name: _____ Date of Birth: _____

Resident Physical Address: _____

Resident Mailing Address: _____

Resident Tel. #: _____ Resident E-mail: (optional) _____

Business Physical Address: _____

Business Mailing Address: _____

Business Tel. #: _____ Business Fax #: _____ Business E-mail: _____

Which of the following are applicable?

License status:

- ☐ Inactive (no Bond required) Inactive applicants are not required to answer questions 10-13.
☐ Active (principal and managing brokers must submit a \$25,000 surety bond as required by RSA 331-A:14)

Broker type:

- ☐ "Principal broker" means an individual broker, including a broker designated by a corporation, partnership or association, whom the New Hampshire Real Estate Commission holds responsible for the actions of licensees who are assigned to such individual broker.
☐ "Managing broker" means a broker who manages a branch office for a principal broker.
☐ "Associate broker" means a broker who operates under the supervision of a principal or managing broker. (An associate broker must have the affidavit on Page 3 of this application signed by the principal broker under whom he/she will operate. The \$25,000 surety bond is not required.)

1. Starting with your present address, list all locations with approximate dates where you have lived during the last 5 years.

2. Starting with your present employer, list your employment record for the past 5 years providing names and addresses.

3. In what states, if any, including New Hampshire, have you ever been or are now registered or licensed to sell real estate?

Include date(s) registered or licensed. _____

- * 4. Have you ever been refused a real estate license or any other business license or had any such license suspended or revoked? If so, by whom and when? _____
5. What specific instruction, training or experience have you had relating to the real estate business? _____
- * 6. Have you ever been through bankruptcy or insolvency or made a compromise with your creditors? _____
- * 7. Are there any undischarged court judgments or liens against you at this time? _____ If "yes", give amount and name of court _____
- * 8. Have you ever been convicted of a misdemeanor or felony offense? _____ If "yes", contact the Commission office at (603) 271-2703 for an Arrest and Conviction Form or obtain a copy from the Commission's website at: www.state.nh.us/nhrec.
- * 9. Have you ever been or are you now involved in any matters which may affect your good repute or trustworthiness or have any relation to or bearing upon whether you are entitled to public confidence? _____

***APPLICANT: ANSWERS TO QUESTIONS 1-9 ABOVE MUST BE COMPLETED BEFORE THE CHARACTER WITNESSES SIGN BELOW. IF YOU ANSWER "YES" TO QUESTIONS #4, 6, 7, 8, OR 9, YOU MUST ATTACH A SHEET OF PAPER GIVING FULL DETAILS AND EXPLANATION.**

- **10. Will you be conducting real estate business under your own name in N.H.? _____ If yes, provide the address where business will be conducted _____ Tel. No. _____
- **11. Will you be conducting business as a real estate broker under a tradename in N.H.? _____ **If yes, a Certificate of Registration of the tradename from the NH Secretary of State, along with a completed NH Real Estate Commission Application for Tradename Form 8-RE, MUST be submitted with this application for broker's license.**
- **12. Will you be operating a real estate business as a sole proprietorship, partnership, association, corporation, limited liability company or any other business association? _____ **If yes, a Certificate of Registration, Existence, Incorporation or Authorization from the NH Secretary of State, along with a completed NH Real Estate Commission Form 3-RE, Application for License as a Real Estate Firm/Corporation, MUST be submitted with this application for broker's license.**

****NOTE:** If you answered "NO" to question 10, 11, and 12, please state the work location address of the real estate agency and/or the broker for whom you will be working _-_____

13. If you are to be a managing broker of a BRANCH OFFICE, please state the business location of that BRANCH OFFICE. _____ Tel. No. _____

Principal Broker Applicants: Pursuant to RSA 331-A:13, V, as a principal broker, I hereby give permission to the Real Estate Commission to audit the escrow account or accounts. I attest that I have read the foregoing statement and affixed my signature below.

SIGNATURE OF PRINCIPAL BROKER

* * * * * **All Applicants Must Provide A Notarized Signature Below** * * * * *

Signature of Applicant

State of _____ County of _____

On this _____ day of _____ A.D. 20 _____ personally appeared the above named applicant and made oath that the foregoing statements made by him/her are true.

Justice of the Peace/Notary Public

(Notary Seal)

My commission expires: _____

All Associate Brokers are Required to have this Section Completed by the Principal Broker

Upon receipt of the license herein applied for, the above named applicant will be employed by me or will otherwise be under contract with me to perform services as a real estate associate broker, and will work under my supervision. I will display his/her license prominently at my place of business, and when he/she leaves my employ I will notify the NH Real Estate Commission as required by RSA 331-A:17, IV.

To the best of my knowledge the applicant is of good moral character and is trustworthy.

Principal Broker's Name _____

Principal Broker's Address _____

Principal Broker's Tel. # _____ Principal Broker's License # _____

Signature of Principal Broker

State of _____ County of _____

Subscribed and sworn to before me this _____ day of _____ A.D. 20____

Justice of the Peace/Notary Public

(Notary Seal)

My commission expires: _____

* * * * *

Affidavit No. 1

I, the undersigned, on oath depose and say that I am in no way related to the applicant by either blood or marriage, and that said applicant for a real estate license is a person of good repute, trustworthy and entitled to public confidence and that I know of no circumstance or dealing by the applicant which would disqualify him/her for the license applied for.

Name of Character Reference (Type or Print)

Address of Character Reference

Signature of Character Reference

State of _____ County of _____

Subscribed and sworn to before me this _____ day of _____ A.D. 20____

Justice of the Peace/Notary Public

(Notary Seal)

My commission expires: _____

Affidavit No. 2

I, the undersigned, on oath depose and say that I am in no way related to the applicant by either blood or marriage, and that said applicant for a real estate license is a person of good repute, trustworthy and entitled to public confidence and that I know of no circumstance or dealing by the applicant which would disqualify him/her for the license applied for.

Name of Character Reference (Type or Print)

Address of Character Reference

Signature of Character Reference

State of _____ County of _____

Subscribed and sworn to before me this _____ day of _____ A.D. 20____

Justice of the Peace/Notary Public

(Notary Seal)

My commission expires: _____

Affidavit No. 3

I, the undersigned, on oath depose and say that I am in no way related to the applicant by either blood or marriage, and that said applicant for a real estate license is a person of good repute, trustworthy and entitled to public confidence and that I know of no circumstance or dealing by the applicant which would disqualify him/her for the license applied for.

_____ Name of Character Reference (Type or Print)	_____ Address of Character Reference
_____ Signature of Character Reference	
State of _____	County of _____
Subscribed and sworn to before me this _____ day of _____ A.D. 20_____	
_____ Justice of the Peace/Notary Public	
(Notary Seal)	My commission expires: _____

* * * * *

EMPLOYING BROKER'S VERIFICATION EXPERIENCE REQUIREMENT OF APPLICANT PURSUANT TO RSA 331-A:10-II

I hereby certify that _____ was employed by me as a real estate salesperson from _____ / _____ / _____ to _____ / _____ / _____. He/she worked full/part time and devoted an average of _____ Mo. Day Yr. Mo. Day Yr. hours per week to his/her work. In my opinion his/her overall employment by me as a salesperson amounted to _____ % of full time employment based on 40 hours per week, or the equivalent of _____, _____ full time. Years Months

I, _____ being duly sworn, state that I have read the foregoing and knowingly made the foregoing answer, statements and representations therein contained, and that each and all such answers, statements and representations are true.

_____ Broker Signature and Broker License #	
State of _____	County of _____
Subscribed and sworn to before me this _____ day of _____ A.D. 20_____	
_____ Justice of the Peace/Notary Public	
(Notary Seal)	My commission expires: _____

ALL NON-RESIDENTS MUST COMPLETE THE FOLLOWING POWER-OF-ATTORNEY FORM**POWER-OF-ATTORNEY**

KNOW ALL MEN BY THESE PRESENTS: that the subscriber, desiring to conduct a real estate business in the State of New Hampshire in conformity with the laws thereof, hereby irrevocably constitutes and appoints the New Hampshire Real Estate Commission or its Executive Director, for the time being, to be the subscriber's true and lawful attorneys in aforesaid state, in compliance with the provisions of chapter 331-A New Hampshire Revised Statutes Annotated, as inserted by the Laws of 1959, chapter 222, and any amendments thereto, upon whom all lawful processes in any action or proceeding against the subscriber may be served and said subscriber hereby stipulates and agrees that any lawful process which is served on said attorneys shall be of the same legal force and validity as if served personally within this State.

IN WITNESS WHEREOF, the undersigned has executed and subscribed to this Power-of-Attorney this

_____ day of _____ A.D. 20 _____

Signature of Applicant

State of _____

County of _____

On this _____ day of _____ A.D. 20 _____ personally appeared the person who subscribed to the foregoing instrument and acknowledged the same as his/her voluntary act and deed before me.

Justice of the Peace/Notary Public

(Notary Seal)

My commission expires: _____

**REAL ESTATE COMMISSION**

State House Annex Room 434
 25 Capitol Street Concord, NH 03301
 (603) 271-6658 Fax # (603) 271-1039
<http://www.state.nh.us/nhrec>

Expiration Date	
License #	Date Processed
License Dates	Form#
Broker Ref. #	Work Location #
Check #	Amount



FORM 2-RE
 SALES
 REV. 7/03

APPLICATION FOR LICENSE AS A REAL ESTATE SALESPERSON, RESIDENT AND NON-RESIDENT**FEE \$70.00 Make check payable to: TREASURER, STATE OF NEW HAMPSHIRE**

AFTER you receive notification from the Testing Center that you have received a **PASSING** grade on your examination for a real estate salesperson's license, you must complete and submit to the NH Real Estate Commission this application, along with the examination score report, \$70.00 license fee and all applicable supporting documents. **Please remember, you must become licensed within six months from the date of passing the exam. Pursuant to RSA 331-A:11, a candidate who fails to become licensed within this six month period shall be required to retake the examination.**

PRINT OR TYPE. All questions must be answered in full. Do not leave any section of this application blank, except where instructed to do so.

Applicant's Full Legal Name: _____ Date of Birth: _____

Resident Physical Address: _____

Resident Mailing Address: _____

Resident Tel. #: _____ Resident E-mail: (optional) _____

Which of the following is applicable?

License status: ☐ Active ☐ Inactive (Inactive applicants are not required to complete question #1)

1. Business name where you will be working _____

Business Tel. #: _____ Business Fax #: _____ Business E-mail: _____

Will you be working at a branch office? _____ If so, managing broker's name _____

Branch office address _____

2. Starting with your present legal address, list all locations with approximate dates where you have lived during the last 5 years.

3. Starting with your present employer, list your employment record for the past 5 years providing names and addresses.

4. In what states, if any, including New Hampshire, have you ever been or are now registered or licensed to sell real estate?

Include date(s) registered or licensed. _____

* 5. Have you ever been refused a real estate license or any other business license or had any such license suspended or revoked? If so, by whom and when? _____

* 6. Are there any undischarged court judgments or liens against you at this time? _____ If "yes", give amount and name of court _____

- * 7. Have you ever been through bankruptcy or insolvency or made a compromise with your creditors? _____
- * 8. Have you ever been convicted of a misdemeanor or felony offense? _____ If "yes", contact the Commission office at (603) 271-2703 for an Arrest and Conviction Form or obtain a copy from the Commission's website at: www.state.nh.us/nhrec.
- * 9. Have you ever been or are you now involved in any matters which may affect your good reputation or trustworthiness or have any relation to or bearing upon whether you are entitled to public confidence? _____

***APPLICANT: ANSWERS TO QUESTIONS 1-9 ABOVE MUST BE COMPLETED BEFORE THE CHARACTER WITNESSES SIGN BELOW. IF YOU ANSWER "YES" TO QUESTIONS #5, 6, 7, 8, OR 9, YOU MUST ATTACH A SHEET OF PAPER GIVING FULL DETAILS AND EXPLANATION.**

RSA 331-A makes the following provisions:

- (1) When you change your employment as a real estate salesperson from one licensed broker to another, you must promptly notify the Real Estate Commission by completing a Form 5-RE, Amendment Notification/Request Form and submitting it together with your wall certificate and pocket ID card.
- (2) Salesperson's licenses shall be mailed to the principal broker, or in the case of a branch office, the managing broker.
- (3) Your license will expire two years from the date of issue and failure to renew such license will automatically cause your license to lapse. If your license expires, you may reinstate your license up to six (6) months from the expiration date by submitting the required documents and renewal fee, plus a late renewal penalty. If you fail to renew within this six (6) month period, you will have to meet all the qualifications of a new candidate.

Do you understand the provisions of RSA 331-A? _____

* * * * * **All Applicants Must Provide A Notarized Signature Below** * * * * *

Signature of Applicant

State of _____ County of _____

On this _____ day of _____ A.D. 20 _____ personally appeared the above named applicant and made oath that the foregoing statements made by him/her are true.

(Notary Seal)

Justice of the Peace/Notary Public

My commission expires: _____

Applicants Applying for an Active License are Required to have this Section Completed by the Principal Broker

Upon receipt of the license herein applied for, the above named applicant will be employed by me or will otherwise be under contract with me to perform services as a real estate salesperson, and will work under my supervision. I will display his/her license prominently at my place of business, and when he/she leaves my employ I will immediately notify the New Hampshire Real Estate Commission as required by RSA 331-A:17, IV.

To the best of my knowledge the applicant is of good moral character and is trustworthy.

Principal Broker's Name _____

Principal Broker's Business Address _____

Principal Broker's Business Tel. # _____ Principal Broker's License # _____

Signature of Principal Broker

State of _____ County of _____

Subscribed and sworn to before me this _____ day of _____ A.D. 20 _____

(Notary Seal)

Justice of the Peace/Notary Public

My commission expires: _____

Affidavit No. 1

I, the undersigned, on oath depose and say that I am in no way related to the applicant by either blood or marriage, and that said applicant for a real estate license is a person of good repute, trustworthy and entitled to public confidence and that I know of no circumstance or dealing by the applicant which would disqualify him/her for the license applied for.

Name of Character Reference (Type or Print)

Address of Character Reference

Signature of Character Reference

State of _____

County of _____

Subscribed and sworn to before me this _____ day of _____ A.D. 20_____

Justice of the Peace/Notary Public

(Notary Seal)

My commission expires: _____

Affidavit No. 2

I, the undersigned, on oath depose and say that I am in no way related to the applicant by either blood or marriage, and that said applicant for a real estate license is a person of good repute, trustworthy and entitled to public confidence and that I know of no circumstance or dealing by the applicant which would disqualify him/her for the license applied for.

Name of Character Reference (Type or Print)

Address of Character Reference

Signature of Character Reference

State of _____

County of _____

Subscribed and sworn to before me this _____ day of _____ A.D. 20_____

Justice of the Peace/Notary Public

(Notary Seal)

My commission expires: _____

Affidavit No. 3

I, the undersigned, on oath depose and say that I am in no way related to the applicant by either blood or marriage, and that said applicant for a real estate license is a person of good repute, trustworthy and entitled to public confidence and that I know of no circumstance or dealing by the applicant which would disqualify him/her for the license applied for.

Name of Character Reference (Type or Print)

Address of Character Reference

Signature of Character Reference

State of _____

County of _____

Subscribed and sworn to before me this _____ day of _____ A.D. 20_____

Justice of the Peace/Notary Public

(Notary Seal)

My commission expires: _____

ALL NON-RESIDENTS MUST COMPLETE THE FOLLOWING POWER-OF-ATTORNEY FORM

POWER-OF-ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: that the subscriber, desiring to conduct a real estate business in the State of New Hampshire in conformity with the laws thereof, hereby irrevocably constitutes and appoints the New Hampshire Real Estate Commission or its Executive Director, for the time being, to be the subscriber's true and lawful attorneys in aforesaid state, in compliance with the provisions of chapter 331-A New Hampshire Revised Statutes Annotated, as inserted by the Laws of 1959, chapter 222, and any amendments thereto, upon whom all lawful processes in any action or proceeding against the subscriber may be served and said subscriber hereby stipulates and agrees that any lawful process which is served on said attorneys shall be of the same legal force and validity as if served personally within this State.

IN WITNESS WHEREOF, the undersigned has executed and subscribed to this Power-of-Attorney this

_____ day of _____ A.D. 20 _____

Signature of Applicant

State of _____

County of _____

On this _____ day of _____ A.D. 20 _____ personally appeared the person who subscribed to the foregoing instrument and acknowledged the same as his/her voluntary act and deed before me.

Justice of the Peace/Notary Public

(Notary Seal)

My commission expires: _____



APPLIED MEASUREMENT PROFESSIONALS, INC.

8310 Nieman Road
Lenexa, Kansas 66214-1579
1-800/345-6559
www.goAMP.com
E-mail: info@goAMP.com